

Guide: Reporting Electric Vehicle Supply Equipment (EVSE) Inventory in FAST

1. Background

Executive Order (EO) 13693, “Planning for Federal Sustainability in the Next Decade”, requires Federal agencies to acquire zero emission vehicles (ZEVs) and plug-in hybrid electric vehicles (PHEVs) in specific quantities in 2020 and 2025. EO 13693 also directs Federal agencies to plan for appropriate charging/refueling infrastructure for such vehicles in their motor vehicle fleets. In addition, the “Fixing America’s Surface Transportation Act” (FAST Act) of 2015 (Public Law No. 114-94) authorizes the General Services Administration (GSA) and other Federal agencies to install, operate, and maintain electric vehicle charging stations for privately-owned electric vehicles (EVs) in parking areas used by Federal employees and other authorized users. The FAST Act also requires collection of fees to recover costs of this electric vehicle supply equipment (EVSE) made available for workplace charging. The Council on Environmental Quality (CEQ), in issuing guidance in support of the FAST Act, directs Federal agency Chief Sustainability Officers to coordinate with their respective motor vehicle fleet managers to report annually on their implementation of this workplace charging initiative.

In support of these requirements, CEQ – working with the management team for the Federal Automotive Statistical Tool (FAST) from the Department of Energy’s Federal Energy Management Program, GSA’s Office of Government-wide Policy, and Energy Information Administration’s Office of Energy Consumption & Efficiency Statistics – has determined that Federal agencies will report information about their EVSE inventory each year through FAST during the annual motor vehicle fleet data call. This data call begins October 1 each year and concludes December 15. Federal agencies will initially be required to report this information during the Fall 2016 data call, describing their EVSE inventory as of the end of FY 2016, and then to report current EVSE inventory as of the end of each FY in the future.

2. Audience

This guide provides an overview of this new reporting process, and is intended to assist agency-level Federal fleet managers in meeting this reporting requirement. As such, this guide’s primary audience is users of the FAST system who have been designated as “agency administrators” (“Y”-level users) for their Federal agency. This guide may be revised periodically in the future, as needed to clarify instructions or reflect changes in the reporting process itself.

3. Getting Started

Agency points of contact responsible for the annual reporting of EVSE inventory for their agency should begin by downloading and saving a copy of the corresponding Microsoft Excel reporting template on their computer. The Excel reporting template is available from FAST in the following locations:

- the FAST sign-in page (<https://fastweb.inl.gov/>),
- the FAST “Help” tab after signing into FAST, and
- the “Import Templates” page in the FAST Help Web site (<https://fastweb.inl.gov/help/index.cfm/resources/import-templates>)

After downloading the Excel import template, you should review each of the worksheets included within the file:

- The “INSTRUCTIONS” worksheet describes the template, discusses how it is to be used, and includes detailed descriptions of each of the different data elements used to characterize EVSE for this reporting effort. These descriptions identify the type of information (e.g., textual or numeric), specific values that are deemed valid, and context in which each individual attribute may be required or be omitted (e.g., installation and hardware costs are required only for new EVSE available for employee/authorized user charging).
- The “EVSE” worksheet is where you will record each group of EVSE for your agency, with each group described on a single row.
- The “EXAMPLE” worksheet includes several rows of example (artificial) EVSE inventory to help show the types of information being collected, how EVSE can be grouped, and where certain attributes can be omitted.

4. Collecting and Recording EVSE Inventory

Before you can submit the needed EVSE inventory for your agency to FAST, you will need to collect the required information and record it in your copy of the Excel import template. *The goal of your collection effort must be to end up with a single Excel file containing a complete inventory of all EVSE your agency uses to support charging of EVs in your motor vehicle fleet and any EVSE your agency makes available to employees, other authorized users, or the public at your agency’s facilities.* You may need to work with your fleet management team, facilities management team, and sustainability program office to gather the needed information, particularly if your agency has widely-distributed facilities and/or a widely-distributed vehicle fleet. You should begin communicating the requirement for this information as early as possible in order to ensure you are able to collect, review, and report the needed information in FAST by the December 15 submission deadline. When you have a

complete inventory of your agency's EVSE inventory, you are ready to submit that information to FAST.

Several points to consider as you begin this collection process each year:

- a. This data collection and reporting effort is restricted to EVSE inventory located in the domestic United States. For purposes of this reporting, "domestic" is defined in the same manner as other FAST-related vehicle fleet reporting: all 50 US states, the District of Columbia, the US Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Marianas Islands, and the Commonwealth of Puerto Rico. Any EVSE inventory at your agency's locations outside of those areas should not be reported.
- b. Within this context, not every electrical outlet at a Federal facility should be considered to be EVSE. Such outlets should be considered EVSE (i.e., a Level 1 Receptacle) if it was installed primarily for charging EVs or is an existing electrical outlet that has been designated for charging EVs by fleet, employee, or other authorized user.
- c. Agencies who are tenants of GSA-controlled facilities (e.g., buildings owned by, leased through, and/or delegated by GSA) are responsible for collecting and reporting the information about EVSE at the facilities they occupy.
- d. In situations where multiple Federal agencies share tenancy at a facility or building, care should be taken to ensure that all EVSE is reported and is reported by the agency primarily using or managing that infrastructure. For example, if one tenant agency primarily uses the EVSE for their fleet vehicles or manages it for workplace charging use by their employees/authorized users, it would make sense for that agency to report information on that EVSE as part of this reporting process.
- e. If you report the location of EVSE (required for EVSE supporting Federal fleet vehicles, either exclusively or in conjunction with supporting employee workplace charging/public use) by latitude/longitude (rather than by USPS ZIP code), you need not provide the latitude/longitude of every individual piece of EVSE. Providing the latitude/longitude of the building or campus where the EVSE is located is sufficiently specific.
- f. If you report the location of EVSE by USPS ZIP code, you must provide a valid USPS ZIP code that is not specific to Post Office (PO) boxes, assigned to a unique organization or company, and is not a military APO/FPO ZIP code. For example, all of the ZIP codes 83401-83406 and 83415 are USPS ZIP codes for Idaho Falls, ID but only 83401, 83402, 83404, and 83406 would be considered as valid USPS ZIP codes for EVSE location reporting as the others

(83403, 83405, and 83415 are either specific to PO boxes or assigned to a specific organization or company). This use of ZIP codes for identifying locations is consistent with other areas in FAST where ZIP code-based location reporting is supported (e.g., EPOA 2005 § 701 waived vehicle requests). The USPS provides a ZIP code lookup tool on their Web site (https://tools.usps.com/go/ZipLookupAction_input) that may prove useful in validating ZIP codes for use in FAST reporting.

- g. Agencies should recognize that they have flexibility in how much they group collections of identical EVSE in their data submission. Agencies might consider grouping instances of EVSE that are identical in all reported aspects into as few rows as possible on the "EVSE" worksheet in the Excel to minimize the volume of data reported. Within this context, "identical" would include EVSE which all have the same values for the new/existing designation, type, use, designation of GSA-controlled facilities, location (if applicable), fee (if applicable), fee schedule (if applicable), and guest use.

For example, all of an agency's existing L2 EVSE available only for employee charging with the same reimbursement fee amount/structure and which are all available to the public could be grouped together – regardless of location – on a single row within an agency's submission because they are all alike from a reporting perspective. In this specific example, these could be grouped on a single row, regardless of location, as reporting the location of EVSE provided exclusively for employee use is optional.

Alternatively, that same set of identical EVSE could be grouped by facility name (where the facility name is used either in the "Group / Designation" column or in the "Notes" column on each row) and reported as several rows of data. Grouping EVSE at the building, facility, or campus level may help ensure that succeeding years' submissions are consistent, as existing EVSE are retired and new EVSE are installed.

For most agencies, finding the right balance between grouping as much as possible and minimal grouping will ease both reporting *and* ensuring the information is straightforward to review and maintain in future years.

- h. EVSE should be reported as "New" only during the FY during which it was installed. For purposes of the initial reporting cycle for FY 2016 EVSE inventory, agencies may choose to designate only those EVSE installed after the date of passage of the FAST Act (December 4, 2015) as new. All other EVSE should be designated as "Existing". Further, any EVSE designated as "New" in one year's submission must, by definition, be designated as "Existing" in subsequent years' submissions until such time as those EVSE

are no longer in service (at which point, the agency should ensure they are no longer included within their annual submission).

- i. If you determine that your agency has no EVSE to report, you must still participate in the reporting process. You may complete the reporting process by skipping to the “Finalizing the Submission” process, below.

5. Submitting EVSE Inventory to FAST

When you have recorded your agency’s entire EVSE inventory in the Excel reporting template, you are ready to submit that Excel file to FAST for validation and processing.

Note: *It is important that your Excel file contains the complete EVSE inventory for your agency. FAST will replace any previously submitted EVSE inventory for your agency for the current reporting year with the information from the file you submit.*

1. Sign into FAST.
2. Select the “Admin Tools” tab.
3. Select the “EVSE Inventory Reporting” link within the “Agency-level Data Entry” section on the “Admin Tools” tab.
4. Locate the “Upload EVSE Inventory” block near the top of the “EVSE Inventory Reporting” page. Any previously submitted EVSE inventory will be listed below that block.
5. Within the “Upload EVSE Inventory” block, review the corresponding instructions; select your completed Excel file for processing; and select “Upload EVSE Template” button. This will transfer a copy of your completed Excel file to the FAST system for processing.
6. FAST will validate the information from the “EVSE” worksheet within the Excel file you submitted for processing. This validation will ensure that each row of EVSE inventory data is sufficiently complete and valid (i.e., all required information is present and all information appears to conform with the expected ranges, etc.) to be saved. Depending on how many rows of data are present in your Excel file, this validation may take several minutes.
 - a. If any problems are identified, those problems will be reported to you on the “EVSE Inventory Reporting” page. *If problems are identified, none of the information from the Excel file will be saved in FAST, nor will any previously submitted EVSE inventory information saved in FAST be removed.* You should correct any identified errors in your Excel file, save it on your computer, and upload the corrected version of your Excel file for processing using the steps outlined above.
 - b. If no problems are identified with the information in your uploaded Excel file, FAST will first remove any EVSE information previously

uploaded and saved for your agency for the current reporting year. FAST will then save all of the information from your file and return you to the “EVSE Inventory Reporting” page and display the information from the uploaded file.

7. When you have successfully loaded your agency’s EVSE inventory, you should review the loaded information to ensure that it is correct and complete. The table showing the loaded information on the “EVSE Inventory Reporting” page enables you to sort (i.e., to change the order in which the information is shown) and to filter (i.e., to show only a portion of the complete set of information based on rows matching criteria you provide) the displayed information to help with that review. In addition, EVSE information is available through FAST’s ad hoc query tool.

6. Finalizing the Submission

After you have successfully imported your EVSE inventory and have reviewed it for correctness and completeness, the final step is to designate this portion of your agency’s data submission as complete.

***Note:** All agencies should ensure that they complete this important final step of the reporting process prior to the December 15 close of the FAST data call each year.*

1. Sign into FAST.
2. Select the “Admin Tools” tab.
3. Select the “EVSE Inventory Reporting” link within the “Agency-level Data Entry” section on the “Admin Tools” tab.
4. In the “Submission Status” block near the top of the “EVSE Inventory Reporting” page, check the “Complete” checkbox and select “Save Status”. This designates your submission as complete and prevents further changes to the submitted EVSE information.

If you determine that your submitted EVSE inventory is incorrect or incomplete prior to the December 15 close of the FAST data call, contact the FAST Web team for assistance in returning your agency’s submission to an incomplete status so you can submit a corrected dataset. When you have finished reloading the corrected information, follow the steps above to designate the submission as complete.

7. Assistance

For further assistance in reporting EVSE inventory in FAST, agency POCs should contact Michelle Kirby (michelle.kirby@inl.gov) or Ron Stewart (ron.stewart@inl.gov) of the FAST Web team.